



## **How to Submit Supplemental Documentation**

### **DOORS SOP #33E**


If supplemental documents (e.g., veteran's documentation, transcript, etc.) are required to complete your application, they will be identified in the vacancy announcement 'How to Apply' tab in the "Required Documents" section. If you are required to submit the documentation, it must be received by the vacancy close date. There are four options you can use to submit your documentation:


**Option 1:**  - Allows you to upload documents from your computer (limited to 3MB; recommend the fax option for larger documents)

**Option 2:**  - Allows you to download documents you stored on your USAJOBS account (limited to 3MB; recommend the fax option for larger documents).

Important:

- To use this option, you must have first selected the documents on the USAJOBS page where you select your resume to attach to your DOL application.

**Option 3:**  - Allows you to fax in hard copy documents

**Option 4:**  - Allows you to reuse previously uploaded or downloaded USAJOBS documents. This option is NOT available for faxed documents and only available for DOL Vacancy Documents.

#### **Important Note about DOCUMENTS that can be OVERWRITTEN:**

If you submit a document using the same document title, the second submission will **OVERWRITE** the first submission.

Example: If you submit your undergraduate transcript using the "College Transcripts" document title and later on submit your graduate degree transcript using the same "College Transcripts" document title, only the graduate degree transcript would display in the system.

To avoid this problem, you can submit both your transcripts under the "College Transcripts" document title.

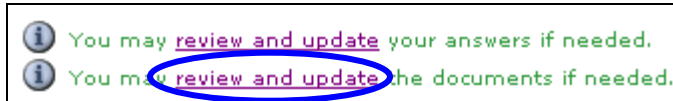
\*This applies to all four methods of submitting documentation.

**To submit documentation while applying:**

- Once you have answered all the questions, the “Vacancy Documents” page will appear. Refer to the Vacancy Documents section below for the options to submit documents.

**To submit documentation after applying:**

- Go to [www.usajobs.gov](http://www.usajobs.gov), click on ‘**My Account**’ and log in if you are not already logged in.
- On the ‘My Account’ homepage, click on ‘**Application status**’ at the bottom right.
- Find the announcement for which you need to submit documentation. Under the ‘Application Status’ column, click on ‘**more information...**’.
- On the ‘Application Detail’ page, select ‘You may **review and update** the documents if needed’ link.



## Vacancy Documents Page

You will be taken to the 'Vacancy Documents' page. This page shows you:

- 1) the supplemental documents you can include in your Department of Labor (DOL) Profile for submission with your application, IF APPLICABLE TO YOU.  
\* Veterans will see 3 additional documents: DD-214, SF-15, and VA Letter
- 2) the additional documents you are requested to submit for this vacancy, IF APPLICABLE TO YOU.

**Vacancy Documents**

Series Grade Location | Grade Specific Question | All Grade Questions | **Documents** | Application Review

This page shows you 1) the supplemental documents you can include in your Department of Labor (DOL) profile for submission with your application and 2) the additional documents you are requested to submit for this specific vacancy, IF APPLICABLE TO YOU. There are 4 ways to submit your documents:

- **Upload** - upload documents from your computer
- **USAJOBS** - download documents you stored on your USAJOBS account (please note: when selecting your resume on USAJOBS, you must also select your USAJOBS account documents in order to view them here)
- **Fax** - fax in hard copy documents
- **Reuse existing document** - reuse previously uploaded or downloaded USAJOBS documents - this option is not available for faxed documents and is only available for vacancy specific documents

You can add the documents listed in the box below as part of your DOL profile. They will be submitted with your application. Please upload, download or fax the applicable documents. You will only need to associate these documents once.

**DOL Profile Documents**

Document Type	Description	Action
<a href="#">College Transcripts</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">SF-58 Proof of Federal Status</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>

The following box lists additional documents requested for this vacancy. Please submit the documents below, IF APPLICABLE TO YOU. Please submit by the deadline date.

**DOL Vacancy Specific Documents**

Document Type	Description	Action
<a href="#">Professional Certification/Licenses</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>

< Previous      Next >

- On the 'Action' column, you have three options to submit your documents (i.e *Upload*, *USAJOBS* and *Fax*) for your DOL Profile Documents and DOL Vacancy Documents. The *Reuse existing document* option will appear if you have already

submitted documents using the *Upload* or the *USAJOBS* download feature before and will only be available for DOL Vacancy Documents.

➤ **Upload (Option 1):**

- Click on 'Upload' in the action column to upload a document that you have saved on your computer
- Enter a description for your document
- Find the document saved on your computer by clicking *Browse*
- Click 'Upload Document' to complete the process

**Document Manager**

**Upload a Document** Step 7 of 7

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with \* are required.

\* **Description**  (100 character limit)

Type

File

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image(.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf)
- 3MB is the maximum size allowed for a document

Note:

1) Only these file types can be uploaded:

- a. gif image (.gif)
- b. jpeg image (.jpg)
- c. png image (.png)
- d. rich text format (.rtf)
- e. Microsoft Word (.doc, .docx)
- f. Adobe pdf (.pdf)

2) Maximum size of document that can be uploaded: 3 MB

- 'Document uploaded successfully' message is displayed at the top of the vacancy documents page

The screenshot shows the 'Vacancy Documents' page on the USAJOBS website. At the top, there is a navigation bar with links: 'Return to USAJOBS', 'View Application Status', and 'My Account'. Below this is a breadcrumb trail: 'Series Grade Location' > 'Grade Specific Question' > 'All Grade Questions' > 'Documents' > 'Application Review'. The 'Documents' link is highlighted. A blue oval highlights the message: 'Document uploaded successfully. This page shows you 1) the supplemental documents you can include in your Department of Labor (DOL) profile for submission with your application and 2) the additional documents you are requested to submit for this specific vacancy, IF APPLICABLE TO YOU. There are 4 ways to submit your documents:'

- **Upload** - upload documents from your computer
- **USAJOBS** - download documents you stored on your USAJOBS account (please note: when selecting your resume on USAJOBS, you must also select your USAJOBS account documents in order to view them here)
- **Fax** - fax in hard copy documents
- **Reuse existing document** - reuse previously uploaded or downloaded USAJOBS documents - this option is not available for faxed documents and is only available for vacancy specific documents

Below the list, a text block states: 'You can add the documents listed in the box below as part of your DOL profile. They will be submitted with your application. Please upload, download or fax the applicable documents. You will only need to associate these documents once.'

The 'DOL Profile Documents' section contains a table with the following data:

Document Type	Description	Action
<a href="#">College Transcripts</a>	<a href="#">Transcripts</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">SF-50 Proof of Federal Status</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>

- Document will display with the description you have entered. If you did not submit the document, 'No document Submitted' will display under the "Description" column (screenshot above).
- Click on the description to view the document uploaded. **This confirms that your document(s) has been uploaded successfully.**
- Click 'Finish' to return to application status page

➤ **USAJOBS (Option 2):**

Introductory Note: To use this option, you must have first selected the documents on the USAJOBS page where you select your resume to attach to your DOL application (screenshot below).

The screenshot shows the USAJOBS application interface. At the top, there is a navigation bar with links: Home, Search Jobs, My Account, and Resource Center. On the right, a red bar says 'Welcome Test! | Sign out'. Below the navigation bar is the USAJOBS logo with the tagline 'WORKING FOR AMERICA'. To the right of the logo are search fields for 'Search Jobs' and 'Where:' with an 'Advanced Search >' link. The main content area is a light gray box containing the following text:

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** Job guide  
**Job Title:** Standing Register  
**Grade:** GS 07/08  
**Agency:** Occupational Safety and Health Administration  
**Job Location:** Bergen Passaic Counties, New Jersey

**Resume** - Select one of your stored resumes to send:

- SELECT -
- Accountant Resume
- Over 30,000 character Resume
- TEST RESUME #2
- SES Test Resume

**Attachment(s)** - Select one or more of your attachments to send:

- SELECT -
- COVER (Chase Cover Letter)
- DD-214 (DD-214)
- SF-50 (SF-50)
- TRANSCRIPTS (Transcripts)

☐ I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.




☐ Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

☐ I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

At the bottom of the form are two buttons: 'Cancel' and 'Apply for this position now!'.

Below the form, there is a footer with links: Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. Below these links is a small text block: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

- Click on 'USAJOBS' in the action column to retrieve documents from your USAJOBS account

Document Type	Description	Action
<a href="#">VA Letter for Compensable Disability</a>	No document Submitted	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>

- Select the document requested from the drop down
- Click 'Download from USAJOBS' and 'Document uploaded successfully' message is displayed at the top of the Vacancy Documents page

### Document Manager

Use this page to add another document to the system.

**Retrieve a document from USAJOBS**

The dropdown below has your USAJOBS documents in it. Select the document you want to use for this document type and click the Download button.

\* USAJOBS Documents Tester - Feb 04 2010 11:40 AM ▼

- Click on the description to view the document uploaded
- Click 'Finish' to return to application status page

➤ **Fax (Option 3):**

- Click on 'Fax' icon in the action column for the document you wish to print
- Review the fax instructions by clicking 'Fax Instructions' link
- Click on 'Generate Cover Sheet' button

**Document Manager**

Series Grade Location | All Grade Questions | Documents | Application Review

Documents

Use this page to generate coversheet.

Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.

**Fax a Document**

Review the Fax Instructions before you print out your coversheet. Then, print the coversheet.

Type Writing Sample

Generate Cover Sheet Cancel

- A new window will open for fax cover sheet, go to **File** and **Print** the coversheet
- Close out of this window and click cancel
- Fax the documents and you will receive a 'fax received' confirmation. **This confirms that your document(s) has been faxed successfully. In addition, you will receive a fax confirmation e-mail.**

➤ **Reuse existing document (Option 4)** - only available for upload and USAJOBS download:

- Click on the 'Reuse Existing document'
- Choose the document you have used before from the drop down
- It will have the vacancy number and document description on the drop down

**Document Manager**

Use this page to find a document you have already added to this system.

**Reuse existing document**

Type Resume

\* Your Existing Documents SFB Prod Test - Tester

View Document Select Document



- Click 'Select Document' and it will take you back to the document select page. You can also preview the document by clicking on 'View Document'. **This confirms that your document(s) has been uploaded successfully.**
- Click 'Finish'

To check document submission status (applies to all 4 Options):

- Confirm that your documents were submitted by viewing the Description column. If the column shows “No document submitted”, the document has not successfully posted.

The screenshot shows the 'Vacancy Documents' page on the USAJOBS website. The page header includes the U.S. Department of Labor logo and navigation links like 'Return to USAJOBS', 'View Application Status', and 'My Account'. A breadcrumb trail shows the path: Series Grade Location > Grade Specific Question > All Grade Questions > Documents > Application Review. The main heading is 'Vacancy Documents'. Below it, a message states 'Document uploaded successfully.' and explains that the page shows supplemental documents for the DOL profile and additional documents for the specific vacancy. It lists four ways to submit documents: Upload, USAJOBS, Fax, and Reuse existing document. Below this, a section titled 'DOL Profile Documents' contains a table with two rows. The first row is for 'College Transcripts' and the second is for 'SF-50 Proof of Federal Status'. The 'Description' column for the second row shows 'No document Submitted', which is highlighted by a blue box. The 'Action' column for each row provides links for Upload, USAJOBS, and Fax.

Document Type	Description	Action
<a href="#">College Transcripts</a>	<a href="#">Transcripts</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">SF-50 Proof of Federal Status</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>